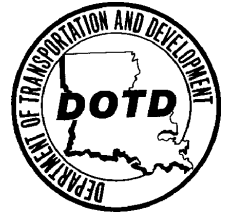




KATHLEEN BABINEAUX BLANCO
GOVERNOR

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245



JOHNNY B. BRADBERRY
SECRETARY

MEMORANDUM

TO: TITLE ABSTRACT CONSULTANTS

SUBJECT: EMPLOYMENT OF TITLE ABSTRACT CONSULTANTS BY THE DEPARTMENT

The Department has adopted certain qualification requirements for title abstract consultants. Most of the title abstract consultant work required by the Department involves properties required for projects in which federal funds participate, and all work performed must meet DOTD and FHWA requirements. The requirements are imposed to satisfy the responsibility of the Department and the Federal Highway Administration in connection with project assignments.

For your information, the basic or minimum requirements for acceptance of title abstract consultants on the Department's panel are as follows:

A Baccalaureate Degree plus three (3) years of full time professional experience in the title research field.

Eight (8) years of full-time work experience in any field may be substituted for the required baccalaureate degree only.

Completion of the DOTD Real Estate Section Title Research Training Session.

Additional education, training and experience, as well as proven ability are required for more complex assignments.

In order that we can consider placing you on the Department's panel, you are requested to complete the questionnaire, along with a typed original resume' and return same to LA Department of Transportation and Development, 8545 United Plaza Blvd., Suite 300, Baton Rouge, Louisiana 70809. The questionnaire will serve as a guide toward assigning consultants to the type of project which they are best qualified by training and experience.

Yours very truly,

LLOYD P. SCALLAN
ASST. REAL ESTATE ADMINISTRATOR

Attachments
cc: Mr. James M. Dousay